

**COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY
COMMUNITY ACTION BOARD (CAB)
1255 Imperial Avenue, Room 750
San Diego, CA 92101
Phone: (619) 338-2799; Fax: (619) 338-2778**

CAB MEETING MINUTES: March 12, 2015

CALL TO ORDER

The meeting was called to order at 3:35 PM.

ROLL CALL

- Present: Awichu Akwanya, Ann Durham, Ana Briones-Espinoza, Monique Fernandez, Madeleine Baudoin, Daphyne Watson, Rebecca Huntsman
- Excused Absentees: Jeannine Nash
- Staff: Maggie Lujan, Maggie Fenn, Juana Duenas, Nancy D'Adamo

ACCEPTANCE OF AGENDA

Madeleine Baudoin motioned to accept the Agenda. Ana Briones-Espinoza seconded the motion. The motion was carried.

APPROVAL of February 12th, 2015 Minutes

- Ann Durham asked that the February 12th minutes reflect her absence as excused and to update the title of Marlene Ruiz to Nurse Educator. The minutes were amended to reflect those changes.
- Ana Briones-Espinoza motioned to approve the February 12th, 2015 minutes. Rebecca Huntsman seconded the motion. The motion was carried.

VACANCY REPORT

Maggie Lujan updated CAB roster changes and vacancy outreach.

- Current vacancies include 1 in the Public Sector, 2 in the Private Sector and 4 in the Economically Disadvantaged Sector.
- There are three potential CAB members for consideration at a future meeting depending on outcome of the revision to the CAB By-laws section of Board Structure.
 - One applicant, Gina Jackson, was previously interviewed for a seat on CAB by Rebecca Huntsman and Jeannine Nash and was considered an excellent candidate.
 - Current Nominating Committee members will coordinate interviews with other candidates.

ACTION ITEM – NOMINATION COMMITTEE SELECTIONS

Madeleine Baudoin expressed satisfaction with Interviewee Marlene Ruiz, a Nurse Educator with Kaiser that has a breadth of experience. She serves on the International Relief Board, has Fiscal oversight knowledge, and Health and Disaster Relief knowledge.

Monique Fernandez said the interview with Marlene was a real learning opportunity, and thanked Ana Briones-Espinoza for the great job she did interviewing Marlene.

Ana Briones-Espinoza said that during the interview, she wanted to make sure Marlene Ruiz understood that CAB is not an Executive Committee; CAB members are representatives of the community that work

collaboratively to support CAP's Mission. Ana Briones-Espinoza said she thought Marlene Ruiz was very understanding and would make a wonderful addition to CAB.

Monique Fernandez expressed concern over the busy schedule of Marlene Ruiz becoming an issue. Madeleine Baudoin said that Marlene Ruiz is willing to make a commitment, and has extensive knowledge of Economically Disadvantaged population.

After a favorable discussion of candidate Marlene Ruiz, Madeleine Baudoin motioned to nominate Marlene Ruiz as CAB member in Private Sector. Ana Briones-Espinoza seconded the motion. The motion passed unanimously. A letter will be sent to the Clerk of the Board of Supervisors with CAB's recommendation to confirm Ms. Ruiz for a vacant seat in the Private Sector.

DISCUSSION ITEM: CAB BYLAWS

Maggie Lujan indicated that Bylaws were sent out to CAB members for review, and asked if there were any questions. Proposal to update Section B, Board Structure was reviewed and included dividing the 15 seats equally between the three sectors of the board (5 in the Public Sector, 5 in the Economically Disadvantaged Sector and 5 in the Private Sector). 10 alternate positions would remain, 1 for each of the seats in the Economically Disadvantaged Sector and the Private Sector.

Ana Briones-Espinoza stated that the proposed revision makes sense, since it's even, and asked the structure has ever had equal representation between the sectors. Juana Duenas responded that yes, it has been structured like this previously. Monique Fernandez asked why the Board structure was changed in the past. Juana Duenas responded that the Central Region was viewed as large enough for 2 Seats to be needed. Maggie Lujan asked if board members had any additional proposed changes to the By-laws – no additional changes were made.

ACTION ITEM: CAB BYLAWS

Ann Durham moved the motion to approve the revised CAB Bylaws. Awichu Akwanya seconded the motion. The motion passed unanimously. A board letter regarding the revisions to the CAB By-laws will be submitted to the County Board of Supervisors to request approval to the proposed changes.

DIRECTORS UPDATE: RFP

Maggie Lujan informed CAB that the Vocational English-as-a-Second Language RFP was posted to the County of San Diego's procurement site, BuyNet on 3-11-2015. Maggie Fenn said the RFP closes on Tuesday, April 14th, 2015 and that the primary purpose of the VESL Program is to provide employment services to enable refugee families to obtain employment that will lead to self-sufficiency. Contract components include vocational ESL classes, employment focused workshops, on-the-job training, and partnership with ethnic-based community organizations. Awichu Akwanya asked if big organizations will partner with smaller ones. Maggie Fenn answered that yes, that's the goal, so as to serve as mentors giving EBCO the experience of contracting with the County and building their capacity for future funding opportunities. Maggie Lujan said ECBOs are trusted by the refugee community, because they understand the trauma of resettlement and are sensitive to it, which is a critical component of providing services to this population. An e-mail with RFP information will be sent to all CAB members.

Maggie Lujan informed CAB that the Draft 2016-2017 CAP Plan will be sent to all members for their review in preparation for an action item at the next CAB meeting requesting their approval of the Plan. When approved, the CAP Plan will be provided to CAB members, posted on the Web, and shared with community stakeholders.

Juana Duenas stated that we should hear soon if CAP will gain approval for the GetFresh grant. If awarded, the grant funds will be used for community gardens with a Vocational Gardening component, and will be concentrating on creating food hubs. Daphyne Watson asked if there will be any opportunities for Native Americans living in food deserts. Maggie Lujan said we are interested in learning about ways to assist Native Americans. Daphyne Watson commented that one of her staff members sits on a Tribal Council, and that it would be helpful if we could engage and make a market available. Juana Duenas said perhaps that could be an upcoming project.

Maggie Lujan discussed a meeting CAP was invited to at the O'Farrell Charter School, highlighting the work of the School-Based Self-Sufficiency Program coordinated in partnership with CAP and the school. The O'Farrell program is considered to be a best practice and was highlighted to visiting educators and service providers on their trip to San Diego. CAP staff provided information on how CSBG is leveraged to support the program.

Maggie Fenn reported that there has been a huge slowdown in arrivals of refugees. Partly due to the shutdown of two In-Country Resettlement Processing Centers in Baghdad and Lebanon. There were 350 cases in January, and 138 in February. This allows time to hopefully clean up caseloads. Good news is 44% unemployment placement with 93% retaining the job after 90 days.

BOARD DISCUSSION: Next Meeting

Madeleine Baudoin requested that an e-mail to be sent to CAB members indicating the date change of next meeting. Madeleine Baudoin questioned if the Draft CAP Plan will have a Presentation. Maggie Lujan stated that yes; there will be a Presentation of the Draft 2016-17 CAP Plan.

Rebecca Huntsman said that a discussion will be needed for an upcoming event, Volunteer Recognition Day.

Ana Briones-Espinoza said that the Advisory Board Chairs meet with Agency Director Nick Macchione and that CAB's Chair will probably get an invite this month.

CAB CHAIR'S REPORT: Madeleine Baudoin

Madeleine Baudoin announced that the County will release a new AED Application on Monday, 3/16 called Pulse Point. It will involve a contest where citizens can play a role in knowing where AEDs are. Each AED can be GPS identified by the citizen taking a picture with their smartphone. The Fire Dept. will verify accuracy. Madeleine emphasized that if a person suffering heart failure gets CPR right away, it dramatically increases their chances of survival.

ADJOURNMENT

Madeleine Baudoin moved to adjourn the meeting. Ann Durham seconded the move to adjourn. Monique Fernandez adjourned the meeting at 4:51 pm.

MINUTES APPROVED BY: Madeleine Baudoin (Chair)

Signature

Date

NEXT MEETING

Thursday, April 2nd, 2015